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LIVINGSTON PARISH CONVENTION & VISITORS BUREAU
ANNUAL FINANCIAL STATEMENTS
DECEMBER 31, 2008

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 6/10/09

LEROY J. CHUSTZ
Certified Public Accountant
A Professional Accounting Corporation

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU

**ANNUAL FINANCIAL STATEMENTS
DECEMBER 31, 2008**

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU

Annual Financial Statements As of and for the Year Ended December 31, 2008 With Supplemental Information Schedules

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INDEPENDENT AUDITORS' REPORT ON THE FINANCIAL STATEMENTS

**Board Members of
Livingston Parish Convention & Visitors Bureau
Albany, Louisiana**

I have audited the accompanying basic financial statements of the Livingston Parish Convention & Visitors Bureau, a component unit of the Parish of Livingston, as of and for the year ended December 31, 2008, as listed in the table of contents. These basic financial statements are the responsibility of Livingston Parish Convention & Visitors Bureau's management. My responsibility is to express an opinion on these basic financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *Louisiana Governmental Audit Guide*. Those standards and the guide require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Livingston Parish Convention & Visitors Bureau, as of December 31, 2008 and the changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated February 13, 2009, on my consideration of the Livingston Parish Convention & Visitors Bureau's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.

My audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Livingston Parish Convention & Visitors Bureau's basic financial statements. The accompanying supplementary information, such as the Management's Discussion and Analysis and the other required supplementary information, as listed in the table of contents are presented for purpose of additional analysis and are not a required part of the basic financial statements of Livingston Parish Convention & Visitors Bureau, but are required by the Governmental Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplemental information. However, I did not audit the information and I express no opinion on it.

Leroy J. Chustz

Certified Public Accountant
February 13, 2009

Required Supplemental Information (Part 1)
Management's Discussion and Analysis

MANAGEMENT'S DISCUSSION AND ANALYSIS

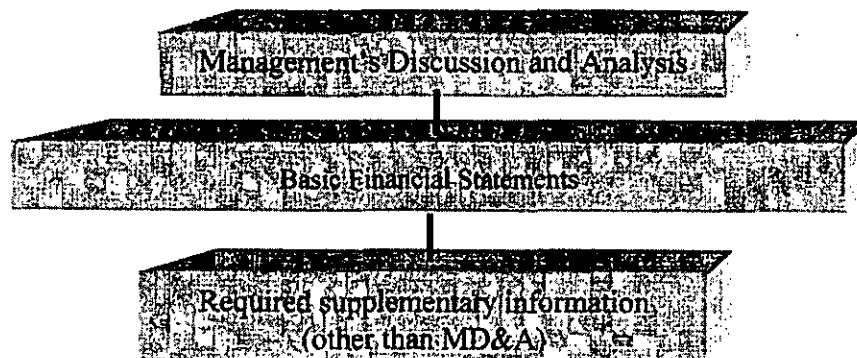
The following Management's Discussion and Analysis (MD&A) of the Livingston Convention and Visitors Bureau provides the reader with an introduction and overview to the financial statements of the Livingston Convention and Visitors Bureau (the Bureau) for the fiscal year ended December 31, 2008. The information contained in this MD&A should be considered in conjunction with the information contained in the financial statements that follow this section.

Following this MD&A are the basic financial statements of the Bureau together with the notes thereto which are essential to a full understanding of the data contained in the financial statements.

FINANCIAL HIGHLIGHTS

- The Bureau's total assets increased by \$92,633 or approximately 12%. Likewise, total net assets increased by \$89,806 or approximately 12%.
- Total cash and investments at December 31, 2008 represents approximately 69% of the Bureau's total assets and net capital assets represents approximately 26% of total assets. The remaining 5% consists of amounts due from other governments.
- Operating revenues increased by approximately \$21,000 in 2008. The revenue increase was caused by a large increase in the Parish Tourist Tax of \$96,505, coupled with a decrease in the allocation from the State of Louisiana Improvement Fund of \$78,183 and an increase in Miscellaneous Income of approximately \$3,500.
- Operating expenses in 2008 also increased over the prior year by approximately \$82,000. The increases in expenses were mainly caused by increases in salaries and benefits expenses of approximately \$7,500 due to increased staffing of the office during the day, and an increase in intergovernmental expenses of approximately \$31,200, an increase in advertising and publishing expense of approximately \$12,000, and an increase in promotion expense of approximately \$9,800 in an effort to better showcase Livingston Parish as a tourist destination.
- At the end of the current year, unreserved fund balance was \$638,300 or 198% of the total General Fund expenditures.

OVERVIEW OF THE FINANCIAL STATEMENTS



The preceding graphic illustrates the minimum requirements for Basic Financial Statements established by the Governmental Accounting Standards Board Statement 34, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments.

These financial statements consist of three sections: Management's Discussion and Analysis; the basic financial statements; and the required supplementary information. The basic financial statements also include notes that explain in more detail some of the information in the financial statements.

Basic Financial Statements

The Bureau's Basic Financial Statements include the Government Wide Financial Statements (GWFS), the Fund Financial Statements (FFS), and the Required Supplemental Information. These statements are prepared in accordance with U.S. generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB).

The Statement of Net Assets and the Statement of Activities display information about the reporting government as a whole. These statements include all the financial activities of the Bureau.

The GWFS were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

The *Statement of Net Assets* presents information on all of the Bureau's assets and liabilities, with the difference between the two reported as *Net Assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Bureau is improving or deteriorating.

The *Statement of Activities* demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements. The bureau uses fund accounting to maintain its financial records and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions relating to certain governmental functions or activities. A fund is defined as a separate accounting entity with a self-balancing set of accounts. The Bureau operates with one General Fund that is classified as governmental fund. The governmental fund accounts for the Bureau's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. The General Fund is the general operating fund of the Bureau and accounts for all financial resources and forms the basis of the Fund Financial Statements.

The *Notes to the Financial Statements* provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The *Required Supplemental Information* section of the Basic Financial Information includes the Statement of Revenues, Expenditures and Changes in Fund Balances Budget and Actual Major Governmental Funds. This statement illustrates the original and final budget and the variance between the final budget and actual final results of the Bureau.

FINANCIAL ANALYSIS OF THE BUREAU

The following is a condensed Statement of Net Assets at December 31, 2008 and 2007:

	2008	2007	Increases (Decreases)
Current Assets	\$ 651,047	\$ 551,038	\$ 100,009
Net Capital Assets	230,858	238,234	(7,376)
Total Assets	<u>\$ 881,905</u>	<u>\$ 789,272</u>	<u>\$ 92,633</u>
Current Liabilities	\$ 12,747	\$ 9,920	\$ 2,827
Total Liabilities	<u>\$ 12,747</u>	<u>\$ 9,920</u>	<u>\$ 2,827</u>
Net Assets			
Invested in Capital Assets, Net of Debt	\$ 230,858	\$ 238,234	\$ (7,376)
Unrestricted	638,300	541,118	97,182
Total Net Assets	<u>\$ 869,158</u>	<u>\$ 779,352</u>	<u>\$ 89,806</u>

One of the most important questions asked about the Bureau's finances is "Is the Bureau as a whole better off or worse off as a result of the years activities?" The Statement of Net Assets, and the Statement of Activities report information about the Bureau's activities in a way that will help answer this question. These two statements report the net assets of the Bureau and changes in them. You can think of the Bureau's net assets - the difference between assets and liabilities - as one way to measure financial health or financial position.

The following is a condensed Statement of Activities for the fiscal year ending December 31, 2008 and 2007:

	2008	2007	Increases (Decreases)
General Revenues	\$ 419,144	\$ 398,335	\$ 20,809
Governmental Activities	<u>(329,338)</u>	<u>(247,264)</u>	<u>(82,074)</u>
Increase in Net Assets	<u>\$ 89,806</u>	<u>\$ 151,071</u>	<u>\$ (61,265)</u>

As detailed in the above summary, the Bureau's net assets increased by \$89,806 in fiscal year 2008 and \$151,071 in fiscal year 2007, a decrease of approximately \$61,000. While revenues increased by approximately \$21,000 or 5%, expenditures increased by approximately \$82,000 or 33%. As indicated previously the main increases of approximately \$53,000 occurred in an effort to better showcase Livingston Parish as a tourist destination.

BUDGETING

The Chairperson of the Board prepares the annual budget which is based on what is expected to be collected during the fiscal year and is then approved by the Board of Commissioners. The adopted budget constitutes the authority of the Bureau to incur liabilities and authorize expenditures from the respective budgeted funds. Additionally, certain expenditures are approved monthly by the Board before payment.

As Indicated on the Statement of Revenues, Expenditures, and Changes in Fund Balance Budget to Actual for the fiscal year ending December 31, 2008 on page 27 of the Financial Statements, the Bureau had a net favorable variance of \$59,232 between the final amended budget and the final results. This favorable net variance was due mainly to under projecting the Tourist Tax revenues by approximately \$60,000.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets:

As of December 31, 2008, the Bureau had \$309,408 invested in capital assets consisting mainly of land and building, furniture and fixtures, and vehicle. This amount represents a \$3,750 net increase over last year.

Debt:

The Bureau had no outstanding debt as of December 31, 2008 and 2007.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Bureau does not anticipate major changes in results for the December 31, 2009 fiscal year budget and no substantial changes have been projected. Following is a schedule of the December 31, 2009 projected budget that has been approved by the Board of Commissioners:

Revenues	\$ 383,000
Expenditures	<u>(359,550)</u>
Excess Revenues	\$ <u>23,450</u>

CONTACTING THE BUREAU'S FINANCIAL MANAGEMENT

This financial report is designed to provide the citizens of Livingston Parish and visitors with a general overview of the Bureau's finances and to show the Bureau's accountability for the money it receives. If you have any questions about this report or need additional information, contact the Livingston Parish Convention and Visitors Bureau's Executive Director at P.O. Box 1057, Albany, Louisiana 70711.

Basic Financial Statements
Government-Wide Financial Statements

Livingston Convention and Visitors Bureau**Statement A****Statement of Net Assets
As of December 31, 2008**

	<u>Governmental Activities</u>
Assets	
Cash & Cash Equivalents	\$ 370,389
Certificates of Deposit	236,637
Due from Other Governments	44,021
Capital Assets (net)	<u>230,858</u>
Total Assets	<u>881,905</u>
Liabilities	
Accounts Payable	10,324
Accrued Payroll	1,893
Accrued Payroll Taxes	<u>530</u>
Total Liabilities	<u>12,747</u>
Net Assets	
Invested in Capital Assets, Net	230,858
Unrestricted	<u>638,300</u>
Total Net Assets	<u>\$ 869,158</u>

See accompanying notes to the financial statements.

Livingston Convention and Visitors Bureau

Statement B

**Statement of Activities
For the Year Ended As of December 31, 2008**

	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net Revenue (Expense) and Changes in Net Assets Governmental Activities</u>
Governmental Activities			
Salaries and Wages	\$ 97,201	-	\$ (97,201)
Advertising and Publications	54,842	-	(54,842)
Depreciation Expense	11,126	-	(11,126)
Professional Services	16,532	-	(16,532)
Utilities	6,465	-	(6,465)
Telephone	6,147	-	(6,147)
Bank Charges	46	-	(46)
Contract Labor	-	-	-
Insurance	7,910	-	(7,910)
Payroll Tax Expense	7,937	-	(7,937)
Automotive Expense	8,717	-	(8,717)
Conference Expense	2,986	-	(2,986)
Collection Cost	8,885	-	(8,885)
Office Supplies	8,606	-	(8,606)
Promotions	16,922	-	(16,922)
Dues	1,540	-	(1,540)
Maintenance of Property	9,883	-	(9,883)
Uniforms	414	-	(414)
Postage	448	-	(448)
Intergovernmental Agreements	54,000	-	(54,000)
Miscellaneous Expense	119	-	(119)
Travel	2,324	-	(2,324)
Equipment Rental	6,288	-	(6,288)
Total Governmental Activities	\$ <u>329,338</u>	\$ <u>-</u>	<u>(323,050)</u>
General Revenues			
Improvement Fund - State of Louisiana			100,181
Tourist Tax			296,183
Miscellaneous Revenue			3,473
Interest Earned			<u>19,307</u>
Total General Revenues			<u>419,144</u>
Change in Net Assets			89,806
Net Assets, Beginning of Year			<u>779,352</u>
Net Assets, End of Year			\$ <u><u>869,158</u></u>

See accompanying notes to the financial statements.

Basic Financial Statements

Governmental Financial Statements

Livingston Convention and Visitors Bureau**Statement C****Balance Sheet
Governmental Funds
As of December 31, 2008**

	<u>General Fund</u>
Assets	
Cash & Cash Equivalents	\$ 370,389
Certificates of Deposit	236,637
Due from Other Governments	44,021
Total Assets	\$ <u>651,047</u>
Liabilities & Fund Balance	
Liabilities:	
Accounts Payable	\$ 10,324
Accrued Payroll	1,893
Accrued Payroll Taxes	530
Total Liabilities	<u>12,747</u>
Fund Balance:	
Unreserved	<u>638,300</u>
Total Fund Balance	<u>638,300</u>
Total Liabilities & Fund Balance	\$ <u>651,047</u>

See accompanying notes to the financial statements.

Livingston Convention and Visitors Bureau

Statement D

**Reconciliation of the Governmental Funds Balance Sheet
to the Statement of Net Assets
As of December 31, 2008**

Total Fund Balances, Governmental Funds	\$ 638,300
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Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Governmental capital assets, net of depreciation	230,858
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Net Assets, Governmental Activities	\$ <u>869,158</u>
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See accompanying notes to the financial statements.

Livingston Convention and Visitors Bureau

Statement E

**Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2008**

Revenues	General Fund
Improvement Fund - State of Louisiana	\$ 100,181
Tourist Tax	296,183
Miscellaneous Revenue	3,473
Interest Earned	<u>19,307</u>
Total Revenues	<u>419,144</u>
 Expenditures	
<i>Current Expenditures:</i>	
Salaries and Wages	97,201
Advertising and Publications	68,269
Professional Services	16,532
Contract Labor	-
Utilities	6,465
Telephone	6,147
Insurance	7,884
Payroll Tax Expense	7,937
Conference Expense	2,986
Collection Cost	8,885
Office Supplies	8,607
Intergovernmental Agreements	54,000
Equipment Lease	6,288
Dues	1,540
Maintenance of Property	18,600
Uniforms	414
Travel	5,818
Interest Expense	26
Postage	448
Miscellaneous Expense	165
<i>Capital Outlay:</i>	
Capital Outlay	<u>3,750</u>
Total Expenditures	<u>321,962</u>
 Excess Revenues (Expenditures)	 <u>97,182</u>
 Fund Balance, Beginning of Year	 541,118
 Fund Balance, End of Year	 \$ <u><u>638,300</u></u>

See accompanying notes to the financial statements.

**Reconciliation of the Change in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended As of December 31, 2008**

Total Net Change in Fund Balances, Governmental Funds	\$ 97,182
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Amounts reported for governmental activities in the statement of activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. These differences consist of:

Depreciation expense	(11,126)
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Capital outlay	3,750
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Change in Net Assets, Governmental Activities	\$ <u>89,806</u>
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See accompanying notes to the financial statements.

Basic Financial Statements

Notes to the Financial Statements

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU
Notes to the Financial Statements
For the Year Ended December 31, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Introduction

The Livingston Parish Convention & Visitors Bureau (the Bureau) formerly the Livingston Tourism Commission is a body corporate, created by the Livingston Parish Police Jury, now the Parish Council, by Ordinance 79-12-1 as provided for by Louisiana Revised Statutes, R.S. 33:4574. The Bureau is governed by a board of seven commissioners who are appointed by the Livingston Parish Council.

The financial statements of the Bureau have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB), is the standard-setting body for governmental accounting and financial reporting. On June 30, 2002, the GASB issued a codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. The more significant of these accounting policies are described below and, where appropriate, subsequent pronouncements will be referenced.

I. Government-Wide and Fund Financial Statements

The government-wide financial statements report information on all of the nonfiduciary activities of the Bureau. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Bureau has only one fund.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. All individual governmental funds and individual enterprise funds are reported as separate columns in the fund financial statements. The Bureau has one governmental fund and no proprietary fund.

II. Fund Accounting

The accounts of the Bureau are organized on the basis of a fund, each of which is considered a separate accounting entity. The operations of the fund are accounted

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU
Notes to the Financial Statements
December 31, 2008

for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. The account group is only concerned with the measurement of results of operations. The fund of the bureau is grouped, in the financial statements in this report, into one generic fund type and one broad fund category as follows:

General Fund - The General Fund is the general operating fund of the bureau. It is used to account for all financial resources except those required to be accounted for in another fund. At December 31, 2008, this is the only fund of the Livingston Parish Convention & Visitors Bureau, and is considered a major fund.

III. Measurement Focus & Basis of Accounting

Measurement Focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Assets and the Statement of Activities, government activities are presented using the economic resources measurement focus as defined below:

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

All government funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on the balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measurement of available, spendable financial resources at the end of the period.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurements focus applied.

The government wide financial statements are prepared based on accrual basis of accounting using the economic resources measurement focus. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange transactions are recognized when the exchange takes place.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Purchase of various operating supplies are regarded as expenditures at the time purchased.

IV. Budgetary Practices

The Bureau utilizes the following budgetary practices:

The Executive Director of the Board prepares the annual budget which is based on what is expected to be collected during the fiscal year and is approved by the Board of Commissioners. The adopted budget constitutes the authority of the Bureau to incur liabilities and authorize expenditures from the respective budgeted funds. Additionally, certain expenditures are approved monthly by the Board before payment.

All budget amounts presented in the financial statements have been adjusted for legally authorized revisions of the annual budget during the year. Appropriations, except encumbrances, lapse at the end of each year.

V. Encumbrances

Encumbrances outstanding at year end do not represent GAAP expenditures or liabilities but represent budgetary accounting controls. The Governmental Fund's budget is maintained on the modified accrual basis of accounting except that budgetary basis expenditures include purchase orders and contracts (encumbrances) issued for goods or services not received at year end.

The actual results of operations are presented in accordance with GAAP and the Bureau's accounting policies do not recognize encumbrances as expenditures until the period in which the goods or services are actually received and a liability is incurred. Encumbrances are presented as a reservation for encumbrances on the Balance Sheet of the Governmental fund. At December 31, 2008, the Bureau had no outstanding encumbrances.

B. **Basis of Presentation**

Government-wide Financial Statements

The Statement of Net Assets and Statement of Activities display information about the reporting government as a whole. They include all funds of the Livingston Convention & Visitors Bureau. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

Fund Financial Statements

Fund financial statements of the Livingston Convention & Visitors Bureau are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Livingston Convention & Visitors Bureau or meets the following

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU

Notes to the Financial Statements

December 31, 2008

criteria:

1. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
2. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The fund of the Livingston Convention & Visitors Bureau is described below:

General Fund

The General Fund is the primary operating fund of the Livingston Convention & Visitors Bureau and is classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

C. Deposits and Investments

The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Bureau's investment policy allow the entity to invest in collateralized certificates of deposit, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

D. Receivables and Payables

All trade and property tax receivables are shown net of an allowance for uncollectible. The Bureau periodically evaluates the collect ability of delinquent accounts. The Bureau's experience has been that receivable write offs have been very low.

2. CASH AND CASH EQUIVALENTS

For reporting purposes, cash and cash equivalents include cash, demand deposits, and time certificates of deposit with maturities of three months or less from the date of acquisition. In addition, the bureau also has certificates of deposit with maturities greater than 90 days which are included under the financial statement heading of Certificates of Deposits. Under state law the Bureau may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, any other state in the union, or under the laws of the United States. Further, the Bureau may invest in time deposits or certificates of deposit of state banks that organized under Louisiana law and national banks have principal offices in Louisiana.

As confirmed by the fiscal agent, the Bureau had cash and Certificates of Deposit with a carrying amount of \$607,026 at December 31, 2008. Cash and certificates of deposit are stated at cost, which approximate market value. These deposits must be secured under state law by federal deposit insurance or the pledge of securities owned by the bank.

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU
Notes to the Financial Statements
December 31, 2008

The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. The following is a summary of cash at December 31, 2008, with the related federal deposit insurance and pledged securities, if any. The cash at December 31, 2008 was secured as follows:

Bank Balances	<u>\$ 607,026</u>
Federal Deposit Insurance	523,727
Securities Pledged	<u>228,590</u>
Total Insurance and Securities	<u>\$ 752,317</u>
Bank Balances Unsecured	<u><u>-</u></u>

In accordance with Louisiana Revised Statute 39:1218 and 39:1222, all public funds in the custody of private depositories must be insured or collateralized with certain financial instruments. Any public funds deposited with private financial institutions that exceed insurance and collateralization is considered to be a compliance and internal control issue.

3. DUE FROM OTHER GOVERNMENTS

Due from other Governments consisted of the following at December 31, 2008:

State of Louisiana - Improvement Fund	
Livingston Parish School Board - Tourist Tax	<u>\$ 45,382</u>
Less Collection Fees	<u>(1,361)</u>
Total Due from Other Governments	<u><u>\$ 44,021</u></u>

4. XEROX COPIER LEASE

The Livingston Parish Convention and Visitor's Bureau entered into an operating lease agreement with the Xerox Corporation for a copier on April 24, 2007. The life of the lease is five years (sixty months) and payments began June 30, 2007. The Bureau will make a monthly minimum lease payment of \$466.87 regardless of the number of copies used that month. However, if the Bureau uses more than 2000 copies in a month there is an additional charge per page over 2000. Rental expense under this lease was \$6,288 for the year ended December 31, 2008. Future minimum lease payments under this lease are as follows:

	<u>Minimum Lease Payments</u>
2009	\$ 5,602.44
2010	5,602.44
2011	5,602.44
2012	<u>2,801.22</u>
Total Lease Expense	<u><u>\$ 19,608.54</u></u>

5. CAPITAL ASSETS AND DEPRECIATION

The accounting treatment over property, plant, and equipment (fixed assets) depends on whether the assets are used in government fund operations and whether they are reported in the government wide or fund financial statements.

Government-wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Informally, capital assets purchased or acquired with an original cost or donated value of \$1,000 or more are recorded at historical cost, or estimated historical cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. Estimated historical cost was used to value the majority of the assets acquired prior to December 31, 2002.

Prior to December 31, 2002, infrastructure assets owned by governments were not capitalized. Infrastructure assets acquired prior to December 31, 2002 have been valued at estimated historical cost.

Depreciation of all exhaustible fixed assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets estimated useful lives using the straight line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	40 Years
Furniture and Fixtures	7 Years
Vehicles	5 Years
Infrastructure	20 Years
Machinery and Equipment	5 - 7 Years

Fund Financial Statements

In the fund financial statements, fixed assets used in the governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

LIVINGSTON PARISH CONVENTION & VISITORS BUREAU
Notes to the Financial Statements
December 31, 2008

6. CHANGES IN FIXED ASSETS

Capital Assets activity for the year ended December 31, 2008, was as follows:

	Balance 12/31/07	Increases	Decreases	Balance 12/31/08
Land	\$ 120,350	-	-	\$ 120,350
Capital Assets Being Depreciated:				
Buildings	84,458	-	-	84,458
Infrastructure	60,000	-	-	60,000
Furniture & Fixtures	12,246	-	-	12,246
Vehicles	18,080	-	-	18,080
Machinery and Equipment	10,524	3,750	-	14,274
Total Capital Assets Being Depreciated	<u>185,308</u>	<u>3,750</u>	<u>-</u>	<u>189,058</u>
Less Accumulated Depreciation For:				
Buildings	(19,003)	(2,111)	-	(21,114)
Infrastructure	(27,000)	(3,000)	-	(30,000)
Furniture & Fixtures	(12,221)	(26)	-	(12,247)
Vehicles	(7,533)	(3,616)	-	(11,149)
Machinery and Equipment	(1,667)	(2,373)	-	(4,040)
Total Accumulated Depreciation	<u>(67,424)</u>	<u>(11,126)</u>	<u>-</u>	<u>(78,550)</u>
Total Capital Assets Being Depreciated	<u>117,884</u>	<u>(7,376)</u>	<u>-</u>	<u>110,508</u>
Total Capital Assets	<u>\$ 238,234</u>	<u>\$ (7,376)</u>	<u>-</u>	<u>\$ 230,858</u>

7. LITIGATION

There is a pending matter involving the Livingston Convention and Visitor's Bureau. A former employee has filed a claim for unpaid wages stemming from an allegedly promised pay increase which was not paid to the former employee. Management is of the opinion that the claim, if successfully litigated, would not amount to a significant settlement.

8. BOARD PER DIEM

The board members of the Bureau are not financially compensated in any way. As of December 31, 2008 the Board members are as follows:

	<u>Term Ends</u>
Jaqueline A. Strickland, Chairperson	February 11, 2011
Kenny Morrison	February 11, 2011
Gail Sanders	February 11, 2011
Denise Martin	February 11, 2011
Julius Prokop	February 11, 2011
Ricky Goff	February 11, 2011
Donna Jennings	February 11, 2011

The term of each board member is three years.

Required Supplemental Information (Part II)
Statement of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual

Livingston Convention & Visitors Bureau
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget to Actual
For the Year Ended As of December 31, 2008

	Budgeted Amounts		Actual Amounts: GAAP Basis	Variance with Final Budget: Favorable (Unfavorable)
	Original	Final		
Revenues				
Improvement Fund	\$ 90,000	125,000	100,181	\$ (24,819)
Tourist Fund	200,000	236,000	296,183	60,183
Miscellaneous Income	1,000	4,000	3,473	(527)
Interest	25,000	18,000	19,307	1,307
Total Revenues	316,000	383,000	419,144	36,144
Expenditures				
Salaries & Wages	98,000	98,000	97,201	799
Advertising and Publications	65,000	68,000	68,269	(269)
Collection Cost	6,000	8,500	8,885	(385)
Conference Expense	7,000	7,000	2,986	4,014
Contract Labor	-	-	-	-
Dues	1,500	2,000	1,540	460
Equipment Rental	4,000	5,500	6,288	(788)
Insurance	7,000	8,000	7,884	116
Interest Expense	100	100	26	74
Intergovernmental Agreement	60,000	58,000	54,000	4,000
Maintenance of Property	14,000	20,000	18,600	1,400
Miscellaneous Expense	1,700	1,200	165	1,035
Office Expense	3,500	10,000	8,607	1,393
Payroll Tax Expense	7,000	7,500	7,937	(437)
Postage	1,000	1,000	448	552
Professional Services	11,500	14,500	16,532	(2,032)
Telephone	5,000	6,000	6,147	(147)
Travel	5,500	6,000	5,818	182
Uniforms	750	750	414	336
Utilities	5,000	8,000	6,465	1,535
Capital Outlay	10,000	15,000	3,750	11,250
Total Expenditures	313,550	345,050	321,962	23,088
Excess of Revenues (Expenditures)	2,450	37,950	97,182	\$ 59,232
Fund Balance December 31, 2007	380,000	541,118	541,118	
Fund Balance December 31, 2008	\$ 382,450	\$ 579,068	\$ 638,300	

OTHER REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

The following pages contain a report on compliance with laws and regulations and on internal control over financial reporting as required by *Government Auditing Standards*, issued by the Comptroller General of the United States. This report is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material misstatements in internal control or compliance matters that would be material to the presented financial statements.

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND
ON INTERNAL CONTROL OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF THE BASIC FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

**Board Members of
Livingston Parish Convention & Visitors Bureau
Albany, Louisiana**

I have audited the financial statements of the governmental activities of the Livingston Parish Convention and Visitor Bureau, as of and for the year ended December 31, 2008, which comprise the Livingston Parish Convention and Visitor Bureau's basic financial statements and have issued my report thereon dated February 13, 2009. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Livingston Parish Convention and Visitor Bureau's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Livingston Parish Convention and Visitor Bureau's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Livingston Parish Convention and Visitor Bureau's internal control over financial reporting.

My consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, I identified a certain deficiencies in internal control over financial reporting that I consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies and, accordingly, would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Livingston Parish Convention and Visitor Bureau's, financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Governmental Auditing Standards*.

This report is intended solely for the information and use of management, Livingston Parish Convention and Visitor Bureau's Board of Directors, others within the entity, and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Leroy J. Chustz

Certified Public Accountant, APAC

February 13, 2009

LIVINGSTON PARISH CONVENTION AND VISITOR'S BUREAU
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2008

I have audited the basic financial statements of **Livingston Parish Convention and Visitor's Bureau** as of and for the year ended December 31, 2008, and have issued my report thereon dated February 13, 2009. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. My audit of the financial statements as of December 31, 2008 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses ☐ Yes ☒ No Significant Deficiencies ☐ Yes ☒ No

Compliance

Compliance Material to Financial Statements ☐ Yes ☒ No

B. Federal Awards ☒ Not Applicable

Internal Control

Material Weaknesses ☐ Yes ☐ No Reportable Conditions ☐ Yes ☐ No

Type of Opinion On Compliance Unqualified ☐ Qualified ☐
For Major Programs Disclaimer ☐ Adverse ☐

Are there findings required to be reported in accordance with Circular A-133, Section .510(a)?
☐ Yes ☐ No

Was a management letter issued? ☐ Yes ☒ No

C. Identification of Major Programs:

CFDA Number(s)

Name of Federal Program (or Cluster)

Dollar threshold used to distinguish between Type A and Type B Programs: \$ _____

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? ☐ Yes ☐ No

**LIVINGSTON PARISH CONVENTION AND VISITOR'S BUREAU
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
For the Year Ended December 31, 2008**

Section II Financial Statement Findings

NONE

Section III Federal Award Findings and Questioned Costs

NONE

LIVINGSTON PARISH CONVENTION AND VISITOR'S BUREAU
SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended December 31, 2008

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FINANCIAL STATEMENTS

Prior Year Finding Number	Description	Status at December 31, 2008
2007-1	Physical Inventory	Resolved
2007-2	Supervisory Payroll Approval	Resolved
2007-3	Credit Card Usage Controls	Resolved

SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

N/A

SECTION III MANAGEMENT LETTER

N/A